

**CHECKLIST FOR NEW DEPARTMENT HEAD—September 08**

\_\_\_\_\_ **Confirm/Update the individuals listed on the current Comptroller's Key State Finance Law Compliance Responsibilities contacts list. Must be returned to Comptroller's Office.**

Attachment #2: Current List

Attachment #3: Key State Finance Law Compliance Responsibilities

Attachment #4: Key State Finance Law Compliance Responsibilities Update  
Form

\_\_\_\_\_ **Confirm/Update signatory authority delegation for current and new staff in accordance with Department Head Signature Authorization and Electronic Signatures for MMARS Documents Policy.**

Attachment #5: Department Head Signature Authorization and Electronic  
Signatures for MMARS Documents Policy

Attachment #6: MMARS Document Records Management/Authorized Signature  
Form

\_\_\_\_\_ **Appoint/Reappoint the Department MMARS Security and Backup Security Officers.**

Attachment #7: MMARS Security Policy Packet

Attachment #7a: MMARS Security Policy

Attachment #7b: MMARS Security Roles

Attachment #7c: MMARS Security Roles and Table Access

Attachment #7d: Department Head MMARS Security Certifications (Must  
be returned to Comptroller's Office.)

Attachment #7e: Designation of Department Security Officer Form (Must  
be returned to Comptroller's Office.)

\_\_\_\_\_ **Review/Approve security roles and authorized signatures for current and new staff.**

Attachment #7f: Statewide Enterprise Systems Security Review and  
Approval Policy

Attachment #7g: Department User Listing

Attachment #7 h: Department Head Annual Approval of Statewide Systems  
Security CIW, HRCMS, MMARS & Intempo. Must  
be returned to Comptroller's Office.

Attachment #7i: MMARS Security Request Form

\_\_\_\_\_ **Assess training needs for current and new staff.**

Attachment #8: Comptroller Web portal Training webpage

\_\_\_\_\_ **Review Status of Department Accounts.**

Attachment #9: Account Status

\_\_\_\_\_ **Review/Confirm that the Department Internal Controls are in place pursuant to Chapter 647 of the Acts of 1989.**

Attachment #10: C.647 (1989)

*Items returned to the Comptroller's Office should be sent to Elizabeth Hemond, Office of the Comptroller, One  
Ashburton Place, 9<sup>th</sup> Floor, Boston, MA 02108*